

Board of Selectmen
Minutes October 4, 2011

Convened: 6:00 pm

Present: Andrew Artimovich, Chairman
Jeffrey Bryan
David Menter
Michael Hubbard

The Board met and reviewed payroll, accounts payable and signed the register. The Selectmen reviewed and signed the recreation register.

Overtime for police department was 4 hours and the fire department had 5.5 hours of overtime for this pay period.

Jonathan Ellis was in to present the weekly Treasurer's report. Please see last page to view report.

Motion was made by Bryan, 2nd by Hubbard to approve the minutes of 9/27/11. All were in favor.

Building Inspector Gil Tuck was in to have the following permits signed:

- Linda Tuck, 333 South Road, reconstruction of home after fire: signed by Board

RJ Moreau requesting to pay impact fees 2 weeks prior to closing of a property in the Firefly Development instead of when the building permit is granted. No reason was disclosed in the request. Artimovich made a motion, 2nd by Menter to deny the request. All were in favor.

Bryan made a motion, 2nd by Hubbard to sign the land use change tax warrant for 40 Forest Lane of Mill Pond Crossing per Jim Michaud's recommendation. All were in favor.

Bob Gilbert and Tracy Waldron were present to discuss using impact fees for a drop ceiling and lighting in the library. When the initial expansion plans were drawn up, Gary Raymond said the library needed to install 2 doors in the basement, sheetrock, and cover the wood. All of which was done. At a later date, the library received a notice saying it would need to be sprinkled to allow occupancy in the basement. Waldron said it was her understanding that anything less than 10000 sq. ft. did not need to be sprinkled and the library is under that. Bryan stated it would need to be sprinkled if the square footage exceeded 11999 as that is the state requirement. Bryan asked how many people the library planned on having in the basement; Gilbert said 100 people maximum. Bryan asked if there were enough egress doors and currently there are 2 pairs of double doors. Hubbard asked if there was a written plan that meets safety code requirements. Gilbert said no. Artimovich asked Gilbert to get a plan in writing to see what is needed for occupancy and the Board will vote on this next week. Hubbard and Menter to go to the library and view the basement set up prior to approving the expenditure.

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The Board reviewed the following budgets:

Regional Associations

- All organizations requested level funding except Seacoast Red Cross (requested an additional \$150) and Richie McFarland (requested an additional \$600) based on actual service provided to the Town.
- Big Brother Big Sister has been a warrant article for 3 years and now becomes part of the operating budget. They have requested level funding.
- SeaCare was a warrant article in 2010 and will remain a warrant article for one more year.
- Artimovich made a motion, 2nd by Menter to approve the Regional Associations budget in the amount of \$18788. All were in favor.

Town Meeting

- There will be 4 elections in 2012.
- The moderator is \$125 per election.
- The expense for the town report will remain level funded.
- Artimovich made a motion, 2nd by Hubbard to approve the Town Meeting budget in the amount of \$3001. All were in favor.

Elections

- All line items with the exception of equipment maintenance are requesting an increase over 2011 as there was only 1 election in 2011.
- \$800 was proposed for set up costs. The Board would like Joe Bird to show the new maintenance employee how to set up for elections during his regularly scheduled shift to avoid this cost.
- Bryan made a motion, 2nd by Menter to approve the elections budget in the amount of \$8401. All were in favor.

Health Officer

- Level funded at \$100.
- Artimovich made a motion, 2nd by Menter to approve the health officer budget. All were in favor.

Welfare

- Salary line to remain level funded.
- There has been a decrease in donations from various organizations and as a result an additional \$1000 is being requested for direct assistance.
- Hubbard made a motion, 2nd by Bryan to approve the welfare budget in the amount of \$6734. All were in favor.

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Norman Head owns the kennel on 15 scrabble road. It is one lot with 2 driveways. Head is requesting to put a second mailbox on the other driveway for the kennel and would like to have 15A as a separate address. Artimovich made a motion, 2nd by Bryan to allow a second mailbox with the address of 15A Scrabble Road. All were in favor.

The Board reviewed phone service proposals and would like to move forward with Comcast. Artimovich asked how long the rates were locked in for. Clement said 3 years. Clement suggested keeping 3 copper lines for redundancy in the event of an outage. The Board asked Clement to see what the cost difference would be with the copper lines and to make sure that the 2 vendors could tie into each other before signing any contracts.

Members of the budget committee were present to discuss COLA increases for the town employees. Elyse wanted to get a sense of how much money could be afforded towards increases for the employees. Artimovich suggested that each department have a bucket of money to be divided up per employee based on performance. Hubbard said he wanted to know the nuts and bolts of each department to reduce costs and eliminate the wasteful spending. Elyse said they have been doing that the past 2 years. Bob Mantegari said they should trust the department heads to make the appropriate recommendations, and if they do not then they should get rid of them. Hubbard said he would like to see the employees get raises but would like a decrease in expenses to offset it. Elyse said that is not going to happen again this year. Artimovich said he did not think they could do level funded budgets 3 years in a row. Bill Faria said they already know that the town will need to raise more money to cover expenses even without payroll increases. Mantegari said you need to run it like a business, and Faria said you can't. Hubbard said it is about best practices and managing your business unit as efficiently as possible. Elyse commented that the town's portion of taxes is negligible as 86% is the school's portion. Bryan suggested offering a COLA increase to full time employees and department heads only. Clement asked about the part time employees that work 30-34 hours a week. Menter said they should all get something. Elyse said that the employees are also getting more taken out for retirement, as the employee contribution was increased to 7%. Bryan made a motion, 2nd by Artimovich to offer all employees a 2% increase. All were in favor.

The self-evaluation forms will be used as an addendum to the employee evaluation and not as a basis to determine a merit increase. LGC will be offering a second training class to all full time employees to discuss the new forms in more detail. The department heads should still proceed with evaluations and have them prepared for their budget appointment as scheduled. Next year all evaluations will be due to the Board in August prior to budget season beginning.

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Richard Murphy was in to present Emergency Management's budget for 2012.

Emergency Management

- Increase in salary line of \$500, which is to include the cost of background checks for volunteers.
- Decrease of \$1000 for telephone communications.
- All other line items remain level funded.
- Bryan made a motion, 2nd by Menter to approve emergency management's budget of \$7050. All were in favor.

Elyse commented that if the operating budget is increased by 1%, that would result in a 5 cent increase in taxes. Artimovich responded that if they reduce coffers more, then they may be subject to get a tan which would charge interest.

A motion was made by Artimovich, 2nd by Bryan to go into nonpublic sessions per RSA 91-A: 3, II (a) to discuss employee matters. Artimovich, Menter, Bryan, and Hubbard were in favor.

Following discussion, Bryan made a motion to come out of non-public and seal the minutes. Menter 2nd the motion; Artimovich, Menter, Bryan, and Hubbard were in favor.

Bryan made a motion, 2nd by Artimovich that select board's salary to remain level funded. All were in favor.

Artimovich asked when the gas/diesel contract expired. Clement said December 2010. The new RFP was sent out and bids are to be opened October 18th.

Clement will conduct interviews for the custodial/maintenance position and bring the board her recommendation.

Motion to adjourn at 8:30 pm made by Bryan, 2nd by Hubbard; all were in favor.

Respectfully submitted,

Karen Clement

WEEKLY TREASURER'S REPORT

Date: October 4, 2011

Citizens General Fund:

Previous Balance:	9,304.02		
Deposits:	85,189.54		
Payroll:	19,784.83	DD: 7850.53	CK: 11934.30
FICA:	5,209.67		
A/P: Regular	652,228.23		
Non-A/P			
to Impact Fees	24,650.67		
From MMA	615,000.00		
Bank Charge			
TO MMA			
Account Balance:	7,620.16		
Interest Earned YTD:	95.44		

CD's:	Unrestricted	
Balance:		-
	Unrestricted	
MMA:	Balance:	1,755,360.25
	Total Invested	
	Funds:	1,755,360.25
	Interest Earned YTD:	1,595.61